

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
19-174A

OPENING DATE:
21-Mar-2019

CLOSING DATE:
19-Apr-2019

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
HUMAN RESOURCE ASSISTANT, GS-0203-07, D1547000, TSgt/E6-MSgt/E7, MPCN#070286534

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
3F0X1

ASVAB:
A-41

LOCATION OF POSITION: Headquarters Air, Phoenix, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. PCS funds are authorized.

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: MUST BE ABLE TO QUALIFY FOR AFSC 3F0X1.

NOTE: Member who does not possess 3F0X1 AFSC must complete technical training and obtain 5 level within 1 year of hire date or upon availability of school dates.

NOTE: This AGR position/order will NOT exceed a 3-year tour duration. AGR order will be published from initial start date to 3-yr tour end date.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.
- Detailed Resume
- AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement
- Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.
- Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.
- Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.

The following documents are not required but strongly recommended for validation of experience/education:

- Letter of verification of Security Clearance from local Security Manager.
- AZ Form 34-1, Arizona AGR Application Supplement
- AZNG Form 335-1-R, Military Brief

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Demonstrated knowledge of various military human resources system requirements for assigned unit, i.e., MilPDS, PRDA, VPC-GR, etc.
2. Demonstrated working knowledge compiling information, preparing reports by retrieving and formatting information available from various sources or personnel systems.
3. Demonstrated working knowledge of the military pay, allowance, and travel procedures, i.e., AROWS, DTS, etc.
4. Demonstrated knowledge of a variety of military personnel programs sufficient to provide technical assistance to senior leaders, supervisors or members.
5. Demonstrated working knowledge in tracking, reviewing and maintaining military records.
6. Skill in advising senior officer/enlisted leaders, commanders, supervisors, and employees on personnel matters.
7. Skill in effective communication, both orally and in writing, at all levels of an organization.
8. Skill in researching, interpreting, analyzing and applying higher headquarters guidelines, policies, programs and regulations.

SPECIALIZED EXPERIENCE: Must have 12 months experience which demonstrates customer service skills in working with military personnel. Must have a working knowledge of administrative functions and experience typing memos, letters and records with responsibility for proofreading, punctuation, and grammar; experience in the performance of general office work, i.e., answering telephones, receiving and distributing mail and maintaining records; experience following oral and written instructions to accomplish work; experience and ability to communicate orally and in writing; Must have ability to present ideas and information utilizing presentations, briefings, and correspondence. Must have in-depth working knowledge and experience with AROWS, Defense Travel

System (DTS) and MilPDS programs. Experience in providing guidance and assistance to senior leaders, supervisors, and military members on a variety of personnel matters

BRIEF JOB DESCRIPTION: The purpose of this position is to perform clerical and technical work supporting military personnel programs, operations, and functions in the State Air National Guard (ANG) Headquarters. Assignments involve final decisions and recommendations that are of major significance to affected military personnel and their dependents. --Performs clerical and technical work assignments involving difficult and challenging problems and involve results, decisions, and recommendations which significantly affect the military career of individuals. Reviews forms, documentation, and other related information submitted by service members.

Interviews personnel to obtain data needed to complete actions, or obtains data from previously completed files and records.

Constructs and/or reviews initial service records. Ensures that service records are complete and conform to applicable regulations.

Recognizes and initiates action to clarify questions or to resolve conflicts or gaps in the record. Researches and/or provides factual information regarding directly applicable rules, regulations, procedures, and requirements to provide explanations of actions taken or recommended.

--Maintains/reviews service records for accuracy. Establishes, maintains, and reviews all required forms, records, and files pertaining to assigned work. Makes additions, revisions, or deletions to records or files to keep them current, and identifies such required changes when reviewing records prepared by others, ensuring their accuracy in accordance with regulations, policies, and procedures.

Interviews personnel to obtain additional information as needed to complete records and/or to correct discrepancies. Researches and/or provides factual information regarding directly applicable rules, regulations, procedures, and requirements to provide explanations of actions taken or recommended.

--As a procedural authority, reviews and analyzes records and reports on a variety of cases, including special action cases such as fraudulent enlistments, assignment or schools with special requirements, removal from active or inactive status, conviction by civil authority, selective retention, and awards and decorations. Performs complete review of records and other case documentation to ensure their procedural correctness and to ensure documentation is sufficient. May serve as final reviewer prior to review and decision by a board or action officer, or others on assigned cases. Ensures all levels of legal, medical, and administrative review have been completed.

Summarizes salient facts and issues. Analyzes case information, outlines options, and recommends appropriate action. Researches and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. May interview personnel to obtain data needed to complete actions. Identifies gaps or inconsistencies in the record and initiates action to obtain needed data. Insures records are complete and accurate. Approves routine actions. Performs extensive research and obtains all necessary relevant information regarding complex cases and issues. Forwards cases to the appropriate action officer for final review and decision. Recognizes limited, well-defined and approved alternatives for meeting criteria or justifying exceptions. Researches and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Enters data in automated systems, as needed. Retrieves data from various information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Drafts or prepares related correspondence for appropriate signature. May collect and assemble documents for inclusion in records for board actions. Ensures completeness and proper forwarding of records to board. Provides advice and guidance to other personnel on actions in areas of expertise. Provides advice, instructions, interpretations, as needed to lower echelons.

--Provides clerical support to ensure efficient office operations. Performs a variety of functions as needed by the office staff. Receives and answers routine telephone inquiries or refers to appropriate staff. Uses judgment to answer recurring questions and resolve clerical and administrative problems. Receives and refers visitors. Distributes mail and messages, recording the receipt, suspense, and completion dates as appropriate. Establishes controls and suspense dates and follows up on suspense dates to ensure required actions and responses are made within deadlines. Performs a wide variety of duties such as record keeping, updating manuals on policy and directives, and preparing reports and information in support of the organization's program.

--Maintains and administers multiple support budgets for the State Headquarters. Maintains all files and records. Receives, inputs, monitors, and records all expenditures. Receives, obligates and disperses funds for accounts. Reconciles and audits accounts. Prepares and submits required reports. Resolves problems, issues, and conflicts within the budgets. Sets up controls to monitor expenses during the year and recommends budget adjustments.

--Processes orders to include preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations. Reconciles the orders process with the workday accounting program to ensure validation of orders requirements to include workday management. All transactions are tracked and recorded for reconciliation and audit. Prepares and submits required budget reports.

--Controls access to the Assistant AG, Chief of Staff, and the Support Services Officer. Maintains their calendar and schedule of appointments. Makes necessary arrangements for conferences, meetings, and travel. Receives visitors and telephone calls for the Assistant AG, Chief of Staff, and the Support Services Officer.

--Reviews incoming correspondence, publications, regulations, and directives, which may affect the supervisor, or programs within the supervisor's purview. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence for proper format, policy, and procedural adherence. Maintains office files of correspondence, directives, regulations, and other information.

--Performs other duties as assigned.

SELECTING OFFICIAL: SMSgt Corrina Holt
